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 UNITED STATES OF AMERICA
 GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
 Washington, D.C. 20408



DATE: September 9, 1970

REPLY TO
 ATTN OF:

SUBJECT: Project for Improving Federal Reporting and
 Reducing Related Paperwork

Department and Agency Project Directors

This draft of a "Reports Management" handbook is being sent you well in advance of its formal publication because so many of you indicated you could use it now as you plan your own project to improve reporting and reduce related paperwork.

Based on departmental and agency progress statements, it has become apparent that your projects are collectively forcing a comprehensive review of reports extending into all areas of the Executive Branch. Moreover, the projects are expected to trigger the establishment of continuing reports management programs at departments and agencies previously lacking in this area of management.

The introduction of the Federal Assistance Review (FAR) Program, which is concerned with simplifying Federal grant-in-aid programs, was one of the occasions during which the President declared his concern with needless paperwork. He said "cut out every step possible, and where a step cannot be eliminated, then streamline it." The accomplishments to date under the FAR effort are considered indicative of the potential for simplification and streamlining that may be achieved in the reporting and related paperwork area.

We would like to go to press with the "Reports Management" handbook as soon as we can. Therefore, any changes which you believe would improve the book should reach me by October 23, using the National Archives and Records Service address above.

Herbert E. Angel

HERBERT E. ANGEL
 Study Project Director

Enclosure